MIDDLESBROUGH ENVIRONMENT CITY TRUST LTD
JOB APPLICANT PRIVACY NOTICE

1.Introduction

As part of our recruitment process, Middlesbrough Environment City (MEC), a registered charity, collects and processes personal data relating to individuals who apply for employment with us. MEC is committed to being transparent about how we collect, use and protect your personal data in line with the UK GDPR and all other applicable data protection legislation currently in force.

MEC acts as the data controller, which means we determine the purposes for which your personal data is processed and the ways in which that processing is carried out. Once your information is collected, we are responsible for ensuring it is kept secure, stored appropriately, accessed only by authorised individuals, and retained or destroyed in accordance with our legal obligations and internal policies.

"Personal data" refers to any information that can identify you as an individual. This may include your name, address, email address, telephone number, and—where relevant to the recruitment process—information relating to your health or other sensitive categories of data.

2.What personal data do we collect from you?

We may collect and process the following categories of personal data:

- Identity and contact details - name, title, address, telephone number, email addresses, date of birth
- Employment information – CV, application form, qualifications, skills, experience, employment history, references, interview notes and recruitment assessment records
- Right-to-work documentation - passport, visa, immigration status
- Driving licence information (where relevant to role)
- Special category data – disability information (for reasonable adjustments), gender, equal opportunities data (if collected)
- Criminal convictions data – self disclosure and DBS checks
- Additional information if appointed - National Insurance number, bank details, emergency contacts, health information required for employment.

3.How do we collect your data?

MEC will collect your personal data in a number of ways during the recruitment process. This may include information collected:

- Directly from you – through application forms, CVs, covering letters, interviews and identity documents such as passports or driving licences.
- From third parties – including references provided by former employers.
- From the Disclosure and Barring Service (DBS) – where a DBS check is required for the role, obtained via a government-approved provider
- From recruitment agencies- if you have applied through an external agency.

Where we obtain information from third parties, we will inform you of this where legally required.

MEC does not use automated decision-making or profiling as part of the recruitment process.

4.Why do we process your personal data?

MEC must have a lawful basis for processing your personal data. We process the information you provide to us as part of the recruitment process for the following reasons:

- To take steps prior to entering a contract with you under Article 6(1)(b) of the UK GDPR. This includes assessing your application, arranging interviews and making decisions about shortlisting and appointment.
- To comply with our legal obligations under Article 6(1)(c) such as checking your right to work in the UK, meeting safeguarding requirements, and carrying out DBS checks where the role requires it.
- For MEC's legitimate interests under Article 6(1)(f), including managing the recruitment process, maintaining appropriate records and ensuring we appoint suitable candidates.

We may process special category data, such as information about disabilities or health conditions, so that we can make reasonable adjustments during the recruitment process. This is processed under:

- Article 9(2)(b) – employment and social protection law
- DPA 2018, Schedule 1, Part 1 – processing necessary for employment purposes

Where a role requires a DBS check, we may process criminal conviction data. This is carried out in line with:

- Article 6(1)(c)- legal obligation
- Article 10 UK GDPR
- DPA 2018, Schedule 1, part 2(10) – safeguarding of children and individuals at risk.

MEC will only use data you have supplied for this recruitment process and for no other purpose.

Some information is necessary for us to assess your application or meet our legal obligations. If you choose not to provide certain information, we may be unable to progress your application.

5.Who has access to your data?

Your personal data will only be shared with individuals or organisations where it is necessary for the recruitment process or to meet legal obligations. Access is restricted to those who genuinely need it.

Within MEC, your data may be shared with:

- HR staff who administer the recruitment process
- Managers responsible for reviewing applications, shortlisting and interviewing
- Senior staff such as the CEO, Deputy CEO, or Head of Data and Operations, where involvement is required for decision-making or compliance purposes.

If your application is successful and you are offered employment, we may share relevant information with third parties, including:

- Former employer to obtain references
- DBS check providers where a criminal record check is required for the role
- Payroll and pension providers to set up your employment
- IT service providers to create your staff accounts and access permissions

Where we use third-party service providers, they act as data processors on our behalf. MEC ensures that appropriate data processing agreements are in place in accordance with Article 28 UK GDPR.

We will only share the minimum amount of information necessary for each purpose, and only with organisations that are required to keep your data secure and confidential.

MEC may sometimes store or process your personal data outside of the United Kingdom. If this occurs, we will ensure that appropriate data protection safeguards are in place to protect your information and ensure it is handled in line with UK data protection law.

6.How does MEC protect your data?

MEC takes the security of your personal data seriously. We use a range of appropriate technical and organisational measures to prevent your information from being lost, misused, accessed without authorisation, altered or disclosed inappropriately.

Your data may be stored electronically on secure systems or in manual form within locked storage. Access is strictly limited to authorised staff involved in the recruitment process, including HR, relevant managers, Head of Data and Operations, the CEO, Deputy CEO and where appropriate the Head of Finance if you are appointed.

MEC may sometimes store or process personal data outside of the United Kingdom. Where this occurs, we ensure that appropriate data protection safeguards are in place so that your information continues to be protected to UK GDPR standards.

We regularly review our security arrangements to ensure your data remains protected throughout the recruitment process and, if you are successful, during your employment.

7.How long does MEC keep your data?

MEC will only keep your personal data for as long as it is needed for the recruitment process or to meet our legal obligations.

If your application for employment is unsuccessful, we will keep your data on file for 6 months after the end of the recruitment process. After this time, your information will be securely deleted or destroyed.

If your application is successful, the personal data collected during the recruitment process will be transferred to your personal file. It will be retained for the duration of your employment and then securely stored for 6 years after your employment ends, in line with our retention policy and legal requirements.

Some information may need to be kept for longer where required by law or where necessary to establish, exercise or defend legal claims. Any data retained beyond standard periods will be kept securely and only used for these specific purposes.

8.Your Rights

MEC is committed to ensuring that the personal data we hold about you is accurate and up to date. It is your responsibility to let us know if any of your information changes during the recruitment process.

Under data protection law, you have a number of rights in relation to your personal data. Depending on circumstances you may have the right to:

- Be informed about how your personal data is collected and used
- Request access to the personal data we hold about you
- Request correction of any inaccurate or incomplete information
- Request erasure of your personal data, in certain circumstances
- Request restriction of how your data is processed
- Object to processing where we rely on legitimate interests
- Request data portability where applicable
- Withdraw consent at any time, where consent is the lawful basis for processing
- Not be subjected to automated decision-making, as MEC does not use automated decision-making in recruitment.

To exercise any of your rights, please contact our Data Protection Lead using the details below.

Withdrawing consent will not affect the lawfulness of any processing carried out before the withdrawal. In some cases, we may continue to process your data where we have another lawful basis for doing so.

9.Complaints

If you have any concerns about how your personal data has been handled, we encourage you to raise this with MEC in the first instance. You can do this by contacting our Data Protection Lead, who will review your concerns and respond in line with our data protection procedures.

If you remain dissatisfied after contacting MEC, you have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection matters. Further information about your rights and how to raise a concern can be found here https://www.ico.org.uk

Information Commissioner's Office (ICO) Wycliffe House Water Lane Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113

10. Contact details

If you have any questions about this privacy statement, how your personal data is handled, or if you wish to exercise any of your data protection rights, please contact our Data Protection Lead.

The Data Protection Lead is responsible for overseeing data protection compliance at MEC and is also the Head of Data and Operations.

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